



Gecko

**FROM
HERE ON**



Conventional Lockdown Policy

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* Please note the connotations young people and staff now have with 'lockdown' relates to Covid-19.

Rationale

As part of our Safeguarding and Health & Safety policies and procedures the Organization has implemented a lock down policy.

On very rare occasions it may be necessary to seal off the site so that it is not possible to enter the interior. This will ensure that young people, staff and visitors are safe in situations where there is a hazard in the building, grounds, outside or in the near vicinity.

A lock down is activated when there is a serious safety risk for the premises, for example a chemical spillage, proximity of dangerous animals or attempted access by unauthorized persons intent in causing harm/damage.

It is imperative that the young people participating in the Project understand the purpose of Lockdown practices in an age appropriate way and a practice should take place at the start of the Workshops.

Notification of Lock Down

Staff will be notified that lock down procedures are to be taken immediately- by shouting "Coffee"

Procedures:

Follow the CLOSE procedure

- **C**lose all windows and doors
- **L**ock doors where possible
- **O**ut of sight & minimize movement
- **S**tay silent and avoid drawing attention
- **E**veryone to be aware you may be in lock down for some time.

The process will be activated, and the young people will be ushered into the building as quickly as possible and the outer doors locked. Gates will be locked if it is possible to remain safe.

Depending on the nature of the lock down, the young people will remain in the room they are in and the staff will ensure the windows and doors are locked. The young people need to be positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer screens to be turned off. Mobile phones are put on silent mode.

Young people should remain silent throughout the process (as far as is possible)

They will usually sit/ lie under tables/ desks or sit/ lie against a wall depending on the space to minimize sight.

Young people or staff not in a working space for any reason will proceed back to the home base as soon as possible if safe to do so. If practicable staff should notify the Project Leaders team if any young people are not accounted for.

If it is not possible to return to any home base, then the nearest enclosed space should be sort.

NO ONE SHOULD MOVE ABOUT THE BUILDING

Staff need to support young people to keep them calm and quiet (silent where possible)

Staff will remain in lock down until informed by key staff in person that there is an all clear.

The sign will be "CLEAR" (this will be given by the Lead member of staff onsite)

The Lead person will decide the length of the Lockdown in the event of a practice.

Staff Roles

1. The Lead person will need to ensure that the office is locked, and police called if necessary.
2. The Lead person will need to lock the main doors and any other lockable doors within the site.
3. Individual Workshop Leaders lock/close classroom doors and windows. Nearest adult to check exit doors.

Communication with parents/ carers

- If necessary, parents/ carers will be notified as soon as it is practical to do so via text. Parents/ carers will be told:
- “The Project is in a full lock down situation. During this period the phones and entrances will be unpersoned, external doors locked, and nobody allowed in or out”
- Depending on the type and severity of the incident, parents/ carers may be asked NOT to collect their daughters/ sons from the building as it may put them and their child at risk.
- Young people will not be released to parents/ carers during a lockdown.
- Parents/ carers will be asked not to call the Organization as this may tie up emergency lines.
- If the end of the working/ rehearsal day is extended due to the lock down, parents/ carers will be notified and will receive information about the time and place the young people can be picked up from the office staff or emergency services.
- A letter to parents/ carers will be sent home on the nearest possible day following any serious incident to inform them of the context of the lock down and to encourage parents/ carers to reinforce with their daughter/ son the importance of following procedures in these very rare circumstances.

Lock Down Practice

Lock Down practices will take place at least once at the start of the Project to ensure everyone knows exactly what to do in such a situation.

Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

After a lockdown drill Workshop Leaders should answer key/ age appropriate questions from young people and then move back to learning/ rehearsals as briskly as possible.

Childline has guidance for children and young people about what to do if they're worried about the world around them.

The NSPCC has guidance on talking to children/ young people who are worried about terrorism.